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This compilation of authoritative practices and standards is offered as a means of obtaining guidelines for those involved in planning and construction of permanent campus facilities for community colleges in Massachusetts for full-time day students. Comparative criteria based on these studies are cited in the following areas--room and station utilization, classrooms, offices, laboratories, libraries, physical education, food services, student services, parking, museums, and auditoriums. (HH)

XI

SPACE ALLOCATIONS AND CAPITAL COSTS

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY

This chapter is concerned with guidelines for administrators, staff and faculties, for architects and others who are involved with planning and constructing permanent campus facilities for the community colleges in Massachusetts. Essentially it brings together practices and standards from a variety of sources which have proved to be sound and authoritative. It should be specifically noted that these are simply guidelines; they are not, nor are they intended to be, specifications. Every individual construction project will present a unique planning problem depending on the nature of the college, its program and its staff. Similarly the architect will have his own professional skills to apply to the solution of the architectural problem. Thus to consider the data herein as specifications would be too restrictive; they are intended to be guidelines only.

It is safe to say that no building is perfect either for the use originally intended or for other unanticipated and unplanned uses to which it may ultimately be put. Because we see the future but dimly and plan with inevitable error, two protections must be built into any construction plan: flexibility and expansion. No building should be so inflexibly planned that it cannot be accommodated or renovated to another use. Every plant should be so designed that it can be expanded without prohibitive cost even though the nature and requirements of expansion cannot presently be anticipated.

Finally, these guidelines apply to a full-time day college. Only in

remote circumstances would it be valid to modify plans and projections to accommodate other purposes, such as evening or part-time instruction or community use. For the most part these uses, although legitimate, can be taken care of in a plant which has been adequately planned for day occupancy.

I

Basic to any planning are the assumptions regarding room utilization and occupancy rates. To plan without these assumptions can result in under- or over-building. To build too large for the projected enrollment would be a waste of facilities and public money; to build too small would handicap the college program for the life of the plant.

There are three variables in formulating the assumed utilization rates: the length of the school week, the rate of room utilization, and the rate of student-station utilization. The usual standard school week on which the other variables are based is 45 hours (9 hours a day, five days). This usually assumes a school day with classes beginning at 8:00 A. M. and ending at 5:00 P. M. with classes scheduled through the lunch hour. As the utilization rate for rooms or student-stations approaches the practical maximum, it is easy to provide 11 per cent more facilities by adding an instructional hour beginning at 7:00 A. M. or 5:00 P. M.; if both of these alternatives are used, the available facilities can be increased 22 per cent without cost except for instructional time.

Room utilization is expressed as the average number of hours (or the percentage of the school week) the room is used per week. Student-station utilization is calculated as the average number of hours per week per station

(or as the percentage of student-station-hours used relative to the total available per week. Another, less frequent figure is "student-station-use during periods of room occupance". Since it is impossible to have every room occupied at full capacity for every hour it is in use, it is obvious that student-station utilization must always be less than room utilization. Also, it is virtually impossible because of scheduling problems to use a room for each of the 45 hours a week it is available; thus the room utilization rate is always less than 100 per cent. It is usually assumed that rates in excess of 60 per cent represent somewhat serious scheduling problems and that rates in excess of 80 per cent are evidence of overcrowded conditions sufficiently severe as to contribute to the deterioration of the quality of instruction. As a rule, room-use rates for general classrooms will be significantly higher than for specialized instructional facilities simply because classrooms are general and can be used for instruction in many different fields. Specialized facilities such as laboratories and shops, on the other hand, have only limited uses. Generally also, the more highly specialized the facility the lower its utilization rate. Contrarily, it is generally expected that student-station utilization rates will be higher for specialized facilities than when they are in use for general classrooms.

A number of years ago (1960) James I. Doi and Keith L. Scott conducted a study for the American Association of Collegiate Registrars and Admissions Officers which established normative data that are still definitive in enabling an institution to compare its utilization efficiency with others. See Tables XI-I and XI-2.

TABLE XI-I

PERCENTILE NORMS FOR ROOM UTILIZATION
AVERAGE NUMBER OF PERIODS PER WEEK PER ROOM

Per- centile Rank	General Classrooms		Teaching Laboratories	
	For All Institutions N=216	For Junior Colleges N=26	For All Institutions N=205	For Junior Colleges N=25
99	45.0	45.0	39.0	39.0
90	27.3	30.9	22.4	29.4
80	25.0	26.4	19.0	26.0
70	22.8	25.1	16.7	21.3
60	20.5	23.5	15.4	20.0
50	19.1	22.9	14.1	18.7
40	18.0	19.1	12.3	16.7
30	16.9	16.0	11.1	15.1
20	15.8	14.3	10.0	14.0
10	13.5	12.0	8.3	11.1
1	9.3	10.6	3.0	9.8

TABLE XI-2

PERCENTILE NORMS FOR STUDENT HOURS PER WEEK PER STATION
AVERAGE NUMBER OF STUDENT HOURS PER WEEK PER STATION

Per- centile Rank	General Classrooms		Teaching Laboratories	
	For All Institutions N=197	For Junior Colleges N=23	For All Institutions N=186	For Junior Colleges N=22
99	42.7	42.7	35.1	24.8
90	18.9	25.8	16.3	22.0
80	15.5	19.1	13.7	17.2
70	13.0	17.3	11.6	14.8
60	12.0	13.5	10.6	12.7
50	10.8	12.6	9.1	12.5
40	9.9	11.7	7.8	9.7
30	9.0	9.6	6.9	8.6
20	8.1	7.8	5.6	7.4
10	6.5	5.7	4.3	4.5
1	1.0	1.0	1.6	1.6

Source: Doi and Scott, Normative Data on the Utilization of Instructional Space in Colleges and Universities, AACRAO, 1960, pp. 4,5.

In planning new facilities, convenient assumptions regarding maximum utilization rates might be:

General Classrooms: 80 per cent at 60 per student-station utilization.

Laboratories: 60 per cent at 80 per cent student-station utilization.

The State University of New York Office of Facilities in its document dated January 9, 1964, listed the following practical utilization guides:

Room Utilization: hours per week, based on 45 hour week

Classrooms ----	60 or less	30
Classrooms ----	61 - 120	15
Lecture Halls --	121 and over	10
Labs and special purpose rooms		20
Industrial Arts and shops		25

Station Utilization (all rooms, when occupied)

Classrooms	80%
Other spaces --- if possible -----	100%

The Guide for Planning Community College Facilities published by the Division of Field Studies and Research of the Graduate School of Education of Rutgers University says:

Since many community colleges have a thirty-five hour week, 80% utilization is desirable for general purpose areas, 70-75% for shops and laboratories. In community colleges with a large technical program, these percentages might be reversed. (p. 15)

A Restudy of the Needs of California in Higher Education, published in 1955, makes several references to utilization standards:

The Strayer Committee Report (1948) contains this statement on classroom utilization: . . . an over-all classroom utilization equal to 65 per cent of all the instructional room hours available in a 45 hour week has been established as standard. . . This degree of utilization closely approaches the maximum that any college or university can attain without overcrowding

or extending its school week beyond desirable limits.
(p. 308)

The standard of 'room saturation hours per week' (for instructional space) was established in a letter from the State Director of Education to the State Director of Finance under the date of March 21, 1951: . . . calculations will be based upon a usage of 33.7 hours per week for classrooms and 22.5 hours per week for special service rooms and laboratories. This assumes a 45-hour week, 75 per cent utilization for classrooms, and 50 per cent utilization for laboratories. (p. 313)

. . . the Restudy staff has concluded that for the entire week of whatever length the institution wishes to operate its regular program, the following utilization standards are attainable, and it is therefore recommended that:

The standard room utilization of classrooms be, on the average, 36 scheduled hours per week with class enrollments averaging 67 per cent of room capacity.

The standard room utilization of teaching laboratories be, on the average, 24 scheduled hours per week with class enrollments averaging 80 per cent of room capacity. (p. 321)

Robert Heller Associates, Cleveland, Ohio, who did the University of Massachusetts Boston Campus Facilities and Location study, dated November 24, 1964, listed 80% room use with 60% seat occupancy for classrooms and 60% room use with 80% seat occupancy for laboratories as their standards.
(p. 13)

Becker and Becker Associates, New York, who did the Space Utilization Report for the State Teachers Colleges and LTI., in 1960, list desirable rates for classrooms at 26 periods per week (based on a 33 hour week) (79%) and 20 periods for teaching laboratories (61%). (p. 62)

II

In the very first stages of planning facilities it is useful to have

general rules of thumb to estimate gross size and costs.

Recognizing that gross square footage per student will vary widely on the basis of the instructional program planned, a common estimate is 130-150 gross square feet per student, including approximately 30 per cent for walls, corridors, lobbies, utilities and mechanical spaces and "public space". Thus, a campus planned for 1,500 students would contain approximately 195,000-225,000 square feet.

There is a simple formula for projecting the number of teaching stations needed. It will project only the minimum number based on the estimated total enrollment of the college at full operation. The formula is:

Number of full-time equivalent students	X	Average hours per week students are in class	=	Number of teaching stations needed.
<hr/> Average class size		<hr/> Average hours per week rooms in use (utilization factor)		

Obviously this formula takes no account of specialized instructional facilities, such as laboratories, which an institution must have regardless of size; therefore the teaching station figure yielded by the formula is minimum and must be adjusted upward to accommodate the projected program of the college. If applied on a course-by-course basis for each curriculum the college intends to offer, a more practical solution will be reached which will incorporate needed specialized or limited purpose teaching stations with multi-purpose stations such as general classrooms.

Five years ago, \$4,000-\$4,500 per student was a generally accepted capital cost figure per student including both construction and equipment; but in the last five years both construction and equipment costs have

increased at roughly five per cent a year. Translating this into 1966 dollars, these base estimates would now approximate \$5,100-\$5,750 per student. This estimate is very general since it is well-recognized that construction costs and rates of inflation vary widely in different sections of the country. Tentatively, then, without taking account of the many variables in estimating costs, it would be expected that a campus for 1,500 students would cost between \$7,650,000 and \$8,625,000.

Based on an assumption of 135 gross square feet per student, the hypothetical figures would represent an overall gross square foot cost per student of \$37.77-\$40.57. If it were to be assumed that about one third of capital costs would be in equipment, it would follow that gross construction costs, including site acquisition and site development, architects' fees, and other incidental costs and contingencies in addition to the contract building costs, would be between \$25.18 and \$27.04 per gross square foot. Table XI-3 reveals the total hypothetical cost to the Commonwealth, in 1966 dollars, for the thirteen established and recommended community colleges for which total capital appropriations have not yet been made. These estimates are based on projected enrollments for 1975. On the basis of these figures it would appear that for each of the eight remaining fiscal periods between the present and 1975 (FY 68-75) an average appropriation of between 29.1 and 32.9 millions would be required to bring the community college system into full operation.

Although this chapter is concerned with capital costs, it would be worthwhile to look briefly at total operating costs by 1975. On the assumption that \$900 is a reasonable cost per student in 1966 and that the

projected enrollment of 53,000 is reached by 1975, the total annual operating costs for the community college system would reach \$47.7 millions by that date (in 1966 dollars). If it is further assumed that the present tuition (\$200) remains unchanged, the net annual operating cost to the Commonwealth would be \$37.1 millions. Also, it should be remembered that if the instructional programs of the colleges are heavily weighted on the side of occupational education, as it is expected, the annual operating costs could be significantly higher.

TABLE XI-3

HYPOTHETICAL SIZE AND COSTS FOR COMMUNITY COLLEGES FOR WHICH
TOTAL CAPITAL APPROPRIATIONS HAVE NOT BEEN MADE

1966 Dollars

	Enrollment	Gross Square Feet at 135 Square Feet per student	Total Costs	
			At \$5,100 per student	At \$5,750 per student
Massachusetts Bay	5,000	675,000	\$ 25,500,000	\$ 28,750,000
Greenfield	1,200	162,000	6,120,000	6,900,000
Quinsigamond	5,000	675,000	25,500,000	28,750,000
Holyoke	5,000	675,000	25,500,000	28,750,000
Mt. Wachusett	2,000	270,000	10,200,000	11,500,000
North Shore	5,000	675,000	25,500,000	28,750,000
South Shore	3,000	405,000	15,300,000	17,250,000
Bristol	3,500	337,500	12,750,000	14,375,000
West Suburban	4,500	607,500	22,950,000	25,875,000
Northwest Suburban	4,500	607,500	22,950,000	25,875,000
Southwest Suburban	3,000	405,000	15,300,000	17,250,000
Southwest Boston	2,000	270,000	10,200,000	11,500,000
Massasoit	3,000	405,000	15,300,000	17,250,000
	<u>45,700</u>	<u>6,169,500</u>	<u>\$233,070,000</u>	<u>\$262,775,000</u>

III

In the pages that follow, planning standards and criteria have been brought together from a number of reputable sources to guide campus planners and architects. The earlier admonition in the first paragraph of this chapter should be recalled: that every separate construction project will present a unique planning problem depending on the nature of the college, its program and its staff. Therefore the standards contained herein are to be considered as norms and guides, not as specifications. The various authorities referred to are footnoted at the end of the chapter.

General Classrooms

Becker and Becker refer to two basic classroom sizes: 24' x 24' (576 square feet) for 28 student-stations and 24' x 24' (672 square feet) for 35 student-stations. This is based on a 144 square foot unit for the teaching station plus approximately 15 square feet per student-station with tablet-arm seating. These sizes in multiples also provide for lecture-demonstration rooms up to 80 student-stations and for 24 station seminar and conference rooms.

Florida standards provide for an average general classroom size of 650 square feet.

New York ('64) sets the following standards for general classrooms:

20 stations:	18 square feet per student - 360 square feet
30 stations:	16 square feet per student - 480 square feet
60 stations:	16 square feet per student - 960 square feet

New York ('62) allowed 22 square feet per station for seminar rooms.

Rutgers standards are 15 square feet per student in tablet arm seating

plus 175 square feet for the teaching station. For chair-desk or tables-and-chairs seating the standards are 25 square feet per student plus 175 square feet for the teaching station.

Heller Associates calculate on the basis of 25 square feet per student-station, while the University of Massachusetts uses 17.5 square feet.

Kenneth Skaggs, a well-known community college planning authority now with the staff of the American Association of Junior Colleges, uses the following criteria:

25-40 student stations -	700 square feet
40-60 student stations -	1050 square feet
80-100 student stations -	1500 square feet
200-500 student stations -	3850 square feet

One of the most thorough and detailed studies was prepared in April, 1964, by the Association of State Institutions of Higher Education in Colorado in co-operation with Taylor, Lieberfeld and Heldman, Inc., of New York City, entitled Guideline Procedures for Campus Development and Capital Outlay Planning. Recommendations of this study regarding general classrooms are shown in Table XI-4 and Table XI-5.

For larger lecture-demonstration rooms the standards change somewhat. Becker and Becker recommend an allowance of 16 square feet per station in rooms seating 100-150 students; Heller Associates, 10 square feet per station and the University of Massachusetts also plans on 10 square feet. New York ('64) standards are:

120 stations:	12 square feet per student -	1440 square feet
240 stations:	12 square feet per student -	2880 square feet
480 stations:	10 square feet per student -	2800 square feet

Laboratories and Special Purpose Instructional Areas

The best analysis of these areas is provided by the Colorado study and adapted in Table XI-6. For all types of science laboratories other standards are fairly consistent: New York ('62) recommended an allowance of 40 square feet per student-station in general laboratories with "island" bench installations. New York ('64): 24 station labs, 50 square feet per station plus 420 square feet for storage and preparation; Rutgers, 50 square feet per station; Heller Associates and the University of Massachusetts both use 48 square feet per student.

For biology, Becker and Becker recommend the following standards: 1056 square feet for sections of 32 students (33 square feet per student-station) plus 144 each for storage and preparation, and for advanced courses 1344 square feet for sections of 32 students (42 square feet per student-station) plus 96 each for refrigeration and "sterile-incubation" and 196 each for storage, preparation, animal room and "plant growing".

Becker and Becker recommend the same standards as biology for elementary chemistry courses and for advanced chemistry courses the same sized laboratory but with 196 square feet each for storage and preparation and 288 square feet for a balance room. New York ('62) allowed 35 square feet per student-station for chemistry and physics.

Beckers' recommendations for physics and physical science laboratories are 1200 square feet for elementary courses (37.5 square feet per station) plus 144 each for storage and preparation; advanced courses will require 1344 square feet at 42 feet per station plus 196 each for storage and preparation, 168 each for optics and a dark room and 288 square feet for special test equipment.

New York ('62) allowed 40 square feet per student-station in vocational shops with equipment and 75 for general shops with equipment. New York ('64) recommends 24 station industrial labs at 50 square feet per station plus 180 feet of storage, whereas Rutgers recommends 150 square feet per station for various laboratories of this type.

Other Becker and Becker standards are :

Earth science lab:	36 stations at 32 square feet per station.
Music rooms:	32 student-stations at 21 square feet per station.
Arts, crafts and fine arts:	32 stations at 42 square feet per station.

In fine arts New York ('64) State recommends 30 station rooms at 40 square feet per station plus 240 feet for storage; Rutgers suggests simply 50 square feet per student-station.

For language and speech laboratories New York ('64) recommends 24 station rooms at 30 square feet per station, including console and storage and Rutgers is consistent at 50 square feet per student-station. It should be noted that language laboratories are usually built for not less than 30 student-stations and frequently for more.

Rutgers includes standards for two other types of specialized instructional space:

Business labs:	typewriting and office machines:	30 square feet per station
	Office practice:	50 square feet per station
Dental, medical assisting and nursing labs:		50 square feet per station

TABLE XI-4

Recommended Planning Criteria for the Allocation
of Space to Classroom-Type Facilities¹

Space Category and Room Capacity		Unit Area per Station (square feet)	Total Area ²
<hr/>			
Regular classrooms			
Capacity:	20 stations	17.6	352
	30 stations	14.4	432
	40 stations	13.0	520
	50 stations	12.1	605
	60 stations	11.5	690
	75 stations	10.9	818
	100 stations	12.7	1270
	125 stations	11.9	1488
	150 stations	11.3	1695
	175 stations	10.9	1908
	200 stations	10.6	2120
Seminar-conference rooms			
Capacity:	10 stations	20.0	200
	20 stations	20.0	400
	30 stations	18.0	540
Lecture-auditoriums			
Capacity:	500 stations	9.2	4600
	1000 stations	8.6	8600
	1500 stations	8.2	12300

1. Source: Guideline Procedures and Criteria for Campus Development and Capital Outlay Planning, prepared by the Association of State Institutions of Higher Education in Colorado in cooperation with Taylor, Lieberfeld and Heldman, Inc., New York, N.Y., April, 1964, p.111

2. These are general classroom facilities. The unit allocation criteria permit inclusion of projection facilities, demonstration benches for science lectures, other special equipment in addition to the actual seating stations.

TABLE XI-5

Alternate Basis for Allocation of Space
to Classroom-Type Facilities¹

Space Category and Room Capacity	Unit Area per station (square feet)	Allocation to Circulation in Room	Total Area Required for Room
Type 1: Tablet armchairs, 2 longitudinal aisles, no rear aisle			
16 - 25	8	190	320 - 390
26 - 35	8	195	390 - 475
36 - 45	8	200	475 - 560
46 - 55	8	205	560 - 645
56 - 70	8	210	645 - 770
71 - 90	8	220	770 - 940
Type 2: Tablet armchairs, 3 longitudinal aisles, 1 rear aisle			
91 - 125	8	470	1200 - 1470
126 - 175	8	495	1470 - 1895
176 - 225	8	520	1895 - 2320
Type 3: Rows of tables and chairs, 2 longitudinal aisles			
16 - 25	12	250	440 - 550
26 - 35	12	260	550 - 680
36 - 45	12	270	680 - 810
46 - 55	12	280	810 - 940
Type 4: Lecture-auditoriums			
176 - 225	8	520	1895 - 2320
226 - 375	8	530	2320 - 3530
376 - 500	8	600	3530 - 4600
501 - 1000	8	600	4600 - 8600
1001 - 1500	7.8	600	8600 - 12300
Type 5: Seminar-conference rooms			
-- - 10	20	(included in	-- - 200
11 - 20	20	station area)	200 - 400
21 - 30	18		400 - 540

1. Source: Guideline Procedures and Criteria for Campus Development and Capital Outlay Planning, prepared by the Association of State Institutions of Higher Education in Colorado in cooperation with Taylor, Lieberfeld and Heldman, Inc., New York, N.Y., April, 1964, pp.112-113.

Table XI-6 (con'td)

Social Sciences, (Lab-oriented)		
Anthropology-Archaeology	35	22
Geography	35	18
Psychology: General	40	23
Learning, perception	45	23
Testing	75	23
Observation booth station	12	—
Library Science & Bibliography	50	22
Arts and Crafts		
Architecture: design, projection, drawing, rendering	35	43
Fine Arts: drawing, painting	35	22
advanced painting	45	22
sculpture, ceramics, pottery, crafts	50	22
Commercial Art	35	23
Industrial Arts & Crafts: woodworking, machine shop	50	25
welding, sheetmetal	80	25
Music	(4)	41
Engineering Drawing, Graphics	35	27
Language and Literature		
Language Laboratories	(5)	20
Speech and Drama	(6)	49
Business		
Accounting	25	—
Typewriting, secretarial	25	14
Home Economics		
General	40	37
Clothing and Textiles	25	20
Food and Nutrition	40	33

1. Source: Adapted from Colorado study, op. cit. p. 135 et. seq.

2. This is a net addition to the primary space. Included are preparation rooms, projection booths, stages, dressing rooms, storage facilities, etc.

3. In seminar-classroom. Actual machine area will depend upon size of installation. A typical teaching-oriented installation, excluding office and instructional area, would require 800 feet.

4. Individual practice rooms require 80 square feet; allow 15 square feet per participant for large group practice rooms such as choral, band, or orchestral groups.

5. Booth requires 25 square feet. Recording room requires 75 square feet. Control station with console included in station criteria.

6. Basic stage and pit set-up varies in size with character of theater; i.e., both size and style. A basic proscenium type stage set-up can be accommodated in 2700 square feet. About 300 square feet are required for an orchestra pit. A practice studio stage need not be more than 200 square feet. The service space coefficient applies to total space, excluding seating and lobby area.

Offices and Administrative Space

Presidents: Becker and Becker: 432 square feet, including private toilet.
 New York ('64): 400 square feet.
 Colorado: 300 square feet.

Vice President or Principal Deans:

Becker and Becker: Academic Deans, Deans of Men and Women:
 168 square feet.

New York ('64): 300 square feet.

Colorado: 300 square feet.

University of Massachusetts: 250 square feet.

Subordinate Deans and Directors or equivalent:

Becker and Becker: Assistant Deans: 140 square feet.

New York ('64): Deans and directors: 240 square feet.

Associate Deans or equivalent: 180 square feet.

Other administrative officers:

Becker and Becker: Registrar: 168 square feet.

Guidance and Placement Officers: 280 square feet.

New York ('64): "Other" administrative officers: 120 square feet.

Heller Associates: "Managers": 200 square feet.

"Senior Personnel": 125 square feet.

Colorado: Director, major administrative department: 200 square feet.

Director, small administrative department: 120 square feet.

Clerical support offices:

Becker and Becker: Accountant or Head Bookkeeper: 120 square feet.

Secretary: 112 square feet.

Bookkeeper or Office Manager: 100 square feet.

Typist-Stenographer: 48 square feet.

Clerk: 42 square feet.

Heller Associates: Clerical offices: 100 square feet per office.

Colorado: Private Secretary: 120 square feet.

Bookkeepers and Office Manager: 80-90 square feet per person.

Typist-Stenographer: 60-65 square feet per person.

University of Massachusetts: Clerical Offices: 80 square feet.

New York ('64): Private Secretary or 2 secretaries: 150 square feet each.
Three or more secretaries in same area: 80 square feet each.

Miscellaneous administrative spaces:

Becker and Becker: Switchboard office: 36 square feet.
Admissions counter: 192 square feet.
Admissions-reception areas: 10 square feet per person seated.
Duplicating room: 96 square feet per file.
Filing area: 7.8 square feet per file.
Office supply storage: 96 square feet.
Vault: 84 square feet.

Academic Offices:

Division Chairmen: New York ('64): 240 square feet.
Department Chairmen: Becker and Becker: 168 square feet.
New York ('64): 180 square feet.
Colorado: 200 square feet.
University of Massachusetts: 200 square feet.
Faculty Offices: Becker and Becker: 140 square feet, double occupancy.
New York ('64): 240 square feet, double occupancy.
Heller Associates: 125 square feet, 1.6 faculty per office.
Colorado: multi-occupancy: 80-90 square feet per occupant.
Skaggs: 75 square feet.
University of Massachusetts: 125 square feet per FTE faculty.

Libraries

One of the most difficult instructional areas to plan, yet the most important, is the library. The difficulty is twofold: standards and practices vary widely and the space needed depends significantly on concepts of the role of the library in the college program. At least five important trends can be identified at this time, all involving changing philosophies of the library and its function in the environment of the college. Each one,

naturally, has implications for planning and space allocation standards.

1. Seating for a larger proportion of the student body.
2. Carrels and individual study areas in preference to "gang" seating at tables.
3. Higher minimum standards for the size of the book collection.
4. A broadening concept of the traditional role of the library in the direction of an instructional- or learning-materials center, which involves,
5. Increasing emphasis upon non-book collections.

The American Library Association has promulgated "guidelines" for the size of the book collection which have been reluctantly acknowledged by most college administrators and accepted as "standards" by many accrediting agencies including the regional associations. These guidelines call for a minimum collection of 20,000 volumes for the first 1,000 of enrollment, exclusive of duplicates and texts, plus 5,000 volumes for each additional 500 students.

Seating standards range from a low of 20 per cent of the full-time equivalent student body to a high of 33 per cent. There are two arguments affecting this decision. One side argues for the higher of these standards for community colleges on the grounds that the commuting student does not have an on-campus dormitory room to which he can retire for study between classes and in the evening and that therefore an on-campus place must be provided for him, thus, raising the proportion of the total student body to be seated in the library at a particular moment of time. The other side argues that because the community college student is a commuter, he has

home and other off-campus study facilities accessible to him, including local public libraries and that, therefore, the community college does not need to provide as much on-campus study space for him as would a residential college. Without regard to which of these positions is correct, the current seating standard is stabilizing at a minimum of 25 per cent with a higher capacity desirable. Skaggs makes the point: ". . . plan to seat 25 per cent of the total day enrollment; more generous and allowing for expansion would be 30 per cent". Florida standards provide for seating one-third of the full-time equivalent enrollment in colleges of less than 1,000 and for 25 per cent for FTE enrollment over 1,000. Kansas and New York State ('64) provide for 20 per cent, while Rutgers, Colorado (see Table XI-7), and the California Restudy require a 25 per cent minimum.

Space required per study-station:

20 square feet: New York ('64) (This is reduced from 25 in '62).

25 square feet: Florida
Skaggs

30 square feet: Engelhardt
California (includes "circulation and staff offices")
Heller Associates
University of Massachusetts

Book storage standards are somewhat more precise than seating standards. They are stated as volumes per square foot or as square feet per volume, either of which is easily converted into the other:

<u>Square feet per volume</u>		<u>Volumes per square foot</u>	
Heller Associates	.10	Florida	16
University of Mass.	.10	New York ('64)	15
Colorado (See Table XI-7)	.10	Rutgers	15 (2vol. per cubic foot)
		Skaggs	12
		Engelhardt	10
		California	10 (up to 150,000 vols.)

Additional standards for book storage may be useful. It is usual to allow 6 or 7 volumes per linear foot of shelving and 125 or 126 volumes per standard 3' section of stacks, 76" high.

Rutgers standards allow one station in a library typewriting room for each 50 study-stations and 35 square feet per station in typewriting and conference rooms. California allows 350 square feet for a conference room; New York ('64) provides 25 square feet per station in conference rooms.

New York ('64) standards for library service areas allow 100 square feet per person for order and cataloging rooms and 75 square feet per person in other kinds of work- and service-rooms.

Table XI-7 shows Colorado library standards in some detail.

Physical Education

Gymnasiums, swimming pools and other physical education space is frequently accorded a low priority in a construction program. Laymen and legislators often think that such capital expenditures are for inter-collegiate competition only and are sometimes reluctant to appropriate public money for this "frill". It should be pointed out that in the large majority of higher education institutions, including community colleges, at least two years of physical education are required in the curriculum.

The accepted view is that physical education is properly a part of a curriculum to serve the educational needs of a "well-rounded" person. An analogy is the role of general education in a technical curriculum. Technical competence does not require general education, but the neglect of general education in a technical curriculum produces an incomplete adult. Similarly, the neglect of the health and physical education aspect is to provide an unbalanced, incomplete curriculum. A health and physical education program

designed to provide those interests, skills and knowledges which the student will employ in his adult life is an essential part of the total community college curriculum. It is especially important in community colleges from which a significant number of graduates transfer to senior colleges, since physical education is usually required in the first two years of the four-year curriculum. If it is not provided in the community college curriculum, the transfer student is at a disadvantage or "out of phase" in the upper division.

The point often overlooked is that if physical education is to be offered in the community college curriculum, it requires specialized instructional facilities exactly as do the laboratory sciences, technical curriculums, music, art or typewriting. The use of physical education facilities for competitive or inter-collegiate athletics is secondary and incidental to their use as instructional facilities.

In milder climates such as Florida and California, it might be argued that indoor physical education facilities are not quite so urgent since an outdoor program can be carried on for all or a large portion of the academic year. New England climate, on the other hand, requires indoor facilities. In either case, locker, dressing and showering rooms must be provided indoors.

The Rutgers standards allow 110 square feet per student-station for physical education. New York ('64) provides a gymnasium of approximately 106' x 120' or 12,720 square feet. Full length lockers, 12" x 12" each require 6 square feet; if a tote basket scheme is used, 0.6 square feet should be allowed per basket.

Table XI-8 shows Colorado standards for indoor physical education space and Table XI-9 shows land requirements for the outdoor program.

TABLE XI-7

Recommended Planning Criteria for the Allocation
of Space to Selected Components of Library Facilities¹

Space Category	Assignable Square Feet	Per Cent
<hr/>		
Reader station space:		
Reader stations as per cent of enrollment	--	25
Unit area allocation per reader station:		
General reading rooms ²	18	
Special reading rooms ³	22	
Carrels	30	
Faculty study stations	48	
Book storage space:		
Unit area per volume:		
Closed stacks	.080	
Open stacks	.133	
Open shelving in reading rooms		
Service space:		
As per cent of total library space:		
Large libraries ⁴		17
Small libraries ⁵		20
As per cent of reader and book storage space:		
Large libraries ⁴		20
Small libraries ⁵		25
<hr/>		

1. Source: Adapted from Colorado Study, op. cit., pp.234-5.
2. For rooms with 60 or more stations.
3. Periodicals, reference, etc.; reading rooms with 40 stations or less.
4. Total library space of 40,000 square feet.
5. Total library space of less than 40,000 square feet.

TABLE XI-8

Recommended Planning Criteria for Selected Component
of Indoor Physical Education Facilities¹

Activity Station or Component	Assignable Square Feet
Basketball courts:	
Practice court	4370
Competition court	6240
Combination, 2 practice courts and 1 competition court	8735
Handball, 4-wall	1060
1-wall	680
Squash, doubles	1125
singles	595
Shuffleboard	625
Volleyball, per court	3025
Wrestling, per mat	1155
Boxing:	
Ring	900
Punching bag, per bag	15
Heavy bag, per bag	35
Pool, Olympic standards, six lanes	7130
Exercise room, per person	50
Rifle range, per firing position	400
Pistol range, per firing position	320
Fencing, per strip	325
Spectator seating, foldable, per seat	2.5
Lockers, per locker	
Varsity rooms	10
General locker rooms	6.75
Tote basket	.50
Showers, per head, gang showers	16
Shower-dressing staff for women, per unit	24
Ticket booth	25
First aid, training, physical therapy room	750

1. Source: Colorado Study, op. cit., p.262.

2. With the exception of self-contained facilities (handball, squash, etc.) the criteria all include allowances for buffer zones or circulation space around actual playing or competition areas.

TABLE XI-9

Recommended Planning Criteria for Land Allocation
for Selected Physical Education Uses¹

Item	Planning Criterion
Swimming pool	.16 acres per unit
Track	4.00 acres per unit
Baseball field	2.50 acres per unit
Softball field	.92 acres per field
Football field (touch)	1.6 acres per field
Soccer field	1.86 acres per field
Archery	.07 acres per line
Hockey rink	.49 acres per rink
Volleyball court	.07 acres per court
Basketball court	.18 acres per court
Tennis court	.17 acres per court
Stadium:	
Football field	1.74 acres
Spectator seating	4 square feet per seat

1. Source: Colorado Study, op. cit., p.385.

Note: Proper attention should be given to the orientation of playing fields relative to the sun.

Student Services, Lounges, Recreation

The individuality of the college and its views as to its responsibility to assign space for student services including lounges, commons, recreation and informal study areas make difficult the development of guidelines under this heading. A few suggestions:

Heller Associates: 20 square feet per student-station.
 Colorado: Facilities located in the student center, per student:
 8.25 square feet.
 Facilities located outside the student center, per
 student: 1.50 square feet.
 Total, all facilities: 9.75 square feet
 Lockers, per full-size, floor standing locker: 6.75
 square feet.
 Lounges, commons rooms, per station: 20 square feet.
 New York ('62): Recreation rooms: 50 square feet per station.

The Colorado study makes the following notation:

The planning criterion of 9.75 square feet per student would apply only in the absence of student center facilities. Should student center facilities be provided separately, the service areas outside the student center could be scaled down to about 1.5 square feet per student. The planning criterion for the allocation of space per student in student center facilities may vary widely since it is largely dependent upon the character and extent of the individual space or activity components that are included.

Food Services

Similarly, the diversity of services to be provided makes difficult the projection of guidelines for this item. Also, it is more or less an area of service in which the educator is easily available. Florida, New York and Colorado include some useful planning criteria:

Florida: Cafeteria: 15 square feet per student served.
 "Kitchen areas": 1.5 square feet per meal served up to 500.
 1.0 square feet per meal above 500.
 New York ('64): Seating for not more than 35 per cent of the total
 enrollment.
 12 square feet per student served.

Kitchen (preparation): 3.6-5.6 square feet per diner.

Dishwashing, refrigeration, storage: 4.0-5.3 square feet per diner.

Colorado: See Table XI-10.

TABLE XI-10

Recommended Planning Criteria for the Allocation
of Space to Food Service Facilities¹

Item	<u>Planning Criteria</u>		
	<u>Assignable Square Feet</u>		
	Number	Per Cent	Other
Cafeteria:			
Number of sittings at peak interval ²			4
Utilization rate ³			80%
Aggregate food service space requirements per dining station	<u>24.5</u>	<u>100</u>	
Dining area	11.0	45	
Preparation, serving, cleanup	7.5	31	
Storage & miscellaneous	6.0	24	
Snack bar:			
Number of sittings at peak interval ²			6
Utilization rate ³			80%
Aggregate food service space requirements per dining station	<u>20.5</u>	<u>100</u>	
Dining area	10.0	49	
Preparation, serving, cleanup	5.5	27	
Storage & miscellaneous	5.0	24	

1. Source: Colorado study, op.cit., pp.300-1.

2. Turnover factor

3. Proportion of dining stations occupied at any one time during peak interval.

Parking

The amount of acreage to be allocated to parking is always a matter of great controversy. Naturally, an important planning factor is the accessibility and availability of public transportation, but as has been pointed out earlier in this report, public transportation does not really affect planning too much since people, particularly students, seem to favor private vehicles even if public transportation is readily available.

Another interesting point is that even with adequate total parking facilities, the same confusion, concentration and parking violations will occur at points of first contact with campus buildings as if facilities were not adequate. People seem to prefer parking as near as possible to the building they will enter even at the risk of parking violations than to park within the regulations but a step further away. For this reason, it is probably better to plan several smaller lots giving convenient access to specific buildings or clusters of buildings rather than a single large lot.

Various standards provide not less than .50 parking space per student. Florida standards specify 1 space per student at time of peak attendance. Probably a realistic guideline is .75 spaces per student at time of maximum attendance, usually 10:00 A. M. or 11:00 A. M.

New York ('62) standards calculate acreage needed at 145 cars per acre; Colorado specifies 180 compact and 132 standard vehicles per acre.

Miscellaneous

Museum and gallery space: This planning criterion will depend upon the nature and size of the student body, the character of the curriculum and the "mix" of the collections. Unless there are special collections of considerable significance or an important community service planned,

lobbies and wide corridors are probably adequate display and gallery space. Planning for this kind of space should not exceed 1.80 square feet per student and if it is included in planning a ratio between display space and storage and service space should be remembered: display, 1.5 square feet, service, .14 and storage, .16.

Auditoriums and theaters: These areas, if they are to be included in the campus facilities are best designed by professional experts, but for preliminary purposes, auditoriums with stages should be calculated at 10 square feet per person and theaters at 7 square feet.

Gross/net and net/gross: The Colorado study provides some useful coefficients for converting gross to net square feet and vice versa:

TABLE XI-11

Conversion Coefficients

	Gross-to-net	Net-to-gross
High density: buildings with heavy student traffic, offices, classrooms, smaller labs, etc.	0.60	1.67
Medium density: libraries, large labs, larger interior open spaces.	0.70	1.43
Low density: gymnasiums, large lecture halls, large reading rooms, shops, etc.	0.80	1.25

Lead time: It is not realistic in the case of a major building project to count on less than 48 months from the initial planning to actual occupancy. This assumes that lead time is carefully adjusted to budget deadlines and to legislative appropriations; otherwise, or if an appropriation fails of legislative approval, the schedule is deferred at least one full

year. Approximately 14 months should be allowed between the time educational specifications are turned over to the architect and the approval of preliminary plans. Six months should be planned after the approval of preliminary plans for the completion of architectural working drawings and 20 months between bidding and occupancy. Detail of equipment and furniture requirements should precede the planned occupancy date by about 18 months.

Footnotes

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